



Department of Corrections and Rehabilitation

**NOTICE OF CHANGE TO
DEPARTMENT OPERATIONS MANUAL**

Chapter 1, Article 16, Public Records

**Transmittal
Letter Number:**

07-01

Revision Date:

January 12, 2007

The purpose of this document is to provide all Department Operations Manual (DOM) holders with information regarding the attached amendment to Chapter 1, Article 16, Public Records. This article has been revised to ensure compliance with Executive Order S-03-06. The changes and/or additions make the policy language clearer and more concise in order to give California Department of Corrections and Rehabilitation (CDCR) employees an understanding of the policy, goals, and procedures.

Additionally, this document announces the revision of CDCR Form 1431, Guidelines for the Inspection of Public Records and CDCR Form 1432, Request to Inspect Public Records. This revised DOM policy requires CDCR headquarters, each institution, facility, parole region, field office, and the Prison Industry Authority (PIA) office maintain a supply of these forms. These forms are available for immediate order through PIA. Upon written/verbal request from any member of the public or any inmate/parolee, a copy of either form shall be provided, free of charge, for their use in making a request to inspect public records.

Please inform all persons concerned of the contents of this notice, which shall be maintained and the information contained in this document utilized, until it is incorporated into the next updated DOM. Please direct any inquiries to Timothy M. Lockwood, Chief, Regulation and Policy Management Branch at (916) 341-7390.

Original signed by:

K. W. PRUNTY

Undersecretary

California Department of Corrections and Rehabilitation

Attachment